- Each officer is responsible for ensuring individual Readiness qualification. Officers should be aware of the criteria evaluated to determine readiness qualification and remain mindful of effective duration as well as expiration of each criterion (i.e., License, APFT, BLS, Immunizations, medical exam, etc.).

- Please follow topic specific instructions <u>completely and precisely</u> in the table[1] below. Also, answers to most frequently asked questions (via Readiness Assistance Form, E-mail, and telephone) are in the information below.

- Please note that proper completion of <u>BLS</u> and <u>APFT</u> requires <u>self-recording</u> of information in Direct Access in addition to mailing or faxing related documents to Division of Commissioned Corps Personnel and Readiness (DCCPR).

- <u>Direct Access is the system of record</u>. Officers should regularly review accuracy of their records as well as Readiness status in Direct Access. The OFRD website is planned to undergo construction and may not reflect accurate information at this time. **For Direct Access technical or password assistance, see endnote.

WHAT	WHEN	HOW

Annual Physical Fitness Test (APFT):	**Annually (within 12-months from completion date of last successful APFT)**	Officers may choose one of the following methods for demonstrating physical fitness every 12 months.
		
		1. Annual Physical Fitness Test (APFT):
		   a. APFT guidelines can be obtained at http://dcp.psc.gov/ccmis/ofrd/physical.htm
		   b. PHS height and weight standards are available at http://dcp.psc.gov/ccmis/ofrd/HTWT.htm
		   c. Update APFT results via self-service menu in Direct Access at https://portal.direct-access.us
		   d. Log-in using your User ID and Password
		   e. Click on "physical fitness" in self-service menu
		   f. then click on "add new physical fitness exam"
		   g. Enter the following information:
		      i. Exam Date
		      ii. Evaluator Information
		      iii. Cardio Test results in minutes and seconds (*Level must be at least 1 to pass*)
		      iv. Upper Body Strength Test result (# of pushups) - (*Level must be at least 1 to pass*)
		      v. Core Muscle Test result (# of crunches or time for sidebridge) - (*Level must be at least 1 to pass*)
		   h. Remember to click "SAVE" on bottom of page before you log out.
		   i. Additionally, Fax or mail APFT results on PHS form 7044 to Medical Affairs Branch (MAB)
		      i. Fax to: (301) 594-3299 or
		      ii. Mail to: 8455 Colesville Road, Suite 910, Silver Spring, MD 20857.
		      iii. **DO NOT mail to** the old MAB address (5600 Fishers Lane, Room 4C-04, Rockville, MD 20857) which is printed on bottom of Form PHS-7044
		
		2. President's Challenge Active Life Style Award (PALA) Program, or the Presidential Champions (Bronze, Silver, or Gold) Award
		   a. Beginning 7/1/2015, APFT will be the ONLY acceptable method to satisfy annual physical fitness requirement. President's Challenge award certificates earned on or before 6/30/2015 will be accepted.
		   b. Officers choosing to satisfy fitness requirement through the President's Challenge (PC) program, must complete all requirements for one of the above listed awards annually.
		   c. To receive proper credit for participation in the PC program, create a profile at https://www.presidentschallenge.org
		      i. Your PC profile username must be your 5-digit PHS number ONLY, and
		      ii. You must participate as member of the group registered as USPHS Group No. 13537.
		   d. If you earned a PC award to satisfy the annual fitness requirement, AND that PC award is current, you should see your credit for PC award in the "waivers" section of "self-service" menu in Direct Access.
		   e. PC award credit is recorded in "waivers" section due to IT architecture constraints at this time and should NOT be misinterpreted as a waiver for physical fitness requirement.
		   f. If your current PC award credit is not reflected in "waivers" section of "self-service" menu in Direct Access, send an email with PC award certificate, attached to email as a PDF file, to LCDR Nasser Mahmud at: nasser.mahmud@hhs.gov
		      i. PC award certificate must show your name and date of issue
		      ii. In the subject field of the email, write "Current PC award for DA update"
		   g. DO NOT send PC award certificates to MAB. Keep them for your own records.
		   h. PC participation data is downloaded and synchronized with Direct Access regularly.

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[1] Does not Replace the "Readiness Guide and Checklist" available at: http://ccrf.hhs.gov/ccrf/readiness_guides.htm

Basic Life Support (BLS) Certification:	**Every 2-years**	1. Update via self-service menu in Direct Access at https://portal.direct-access.us
		2. Log-in using your User ID and Password
		3. Click on "My Profile" in self-service menu
		4. then click on "Qualifications" tab
		5. scroll down to "Basic Life Support" section
		6. If this is the first time you are entering BLS information
		    a. click on "add new basic life support" under BLS section
		    b. Enter the letters BLS in BLS Code box
		    c. enter expiration date (mm/dd/yyyy)
		    d. click "OK" on bottom of page
		    e. then click "SAVE" on bottom of next page
		7. If you are updating an existing BLS certification
		    a. click on "Edit" to the right of previously listed BLS
		    b. update expiration date (mm/dd/yyyy)
		    c. click "OK" on bottom of page
		    d. then click "SAVE" on bottom of next page
		8. Additionally, fax BLS certification for inclusion in eOPF to (301) 480-1436 or (301) 480-1407
		9. Certification must be obtained through approved providers and meet training guidelines provided at http://dcp.psc.gov/ccmis/ofrd/ccrf_essentials.htm
		
		Most often, not doing the following results in failure of BLS update in Direct Access.
		
		• When entering the new BLS expiration date, either manually type in the expiration in mm/dd/yyyy format, or
		• If selecting the date from calendar icon next to BLS expiration date field, make sure you select correct YEAR, MONTH AND CLICK on DATE of expiration.
		• Many BLS certifications only indicate expiration month and year without a specific date. In that case, use last date of the month for new expiration date. For example, if BLS certification indicates expiration on April, 2014 or 4/2016, enter 04/30/2016 as the expiration date

Immunizations:	**As required**	1. Fax or mail immunization documents to MAB. Fax to: 301-427-3433, or mail to: 8455 Colesville Road, Suite 910, Silver Spring, MD 20857 2. **DO NOT mail to** the old MAB address (5600 Fishers Lane, Room 4C-04, Rockville, MD 20857) 3. Use the MAB coversheet when faxing immunization documents. The coversheet is available at: http://ccrf.hhs.gov/ccrf/MAB_Fax_Coversheet.pdf 4. MAB enters all medical information in Direct Access, NOT ReDDOG. 5. Immunization requirements can be obtained at http://dcp.psc.gov/ccmis/ofrd/immun_guide.htm 6. Keep a copy of successful fax transmission for your record.
Licensure:	**As required**	1. Only Officer Support Branch can update or make changes to your professional license. Not, ReDDOG. 2. Fax license documents to the attention of Licensure Technician at (240) 453-6142 3. All faxed license documents must show your PHS number 4. Additional information on submissions to e-OPF is available at: http://dcp.psc.gov/ccmis/eopf_faq.aspx 5. Keep a copy of successful fax transmission for your record.
Medical Exam:	**Every 5-years**	1. DO NOT FAX 2. **Mail** your 5-yr Medical Exam to MAB at: 8455 Colesville Road, Suite 910, Silver Spring, MD 20857 3. **DO NOT mail to** the old MAB address (5600 Fishers Lane, Room 4C-04, Rockville, MD 20857) 4. MAB enters all medical information in Direct Access, NOT ReDDOG. 5. Although it is not required, you may want to send medical exam documents to MAB via traceable mail delivery (i.e., certified or registered mail) for self-assurance and record keeping.

Course Completion:	**One time**	1. Go to: https://www.respondere-learn.com/
		2. Log-in using your Username and Password
		3. Click on "my courses" near top left of page
		4. Under "Available Courses", select "OFRD"
		5. Then select, "Basic Readiness". You should then see following 12 basic readiness courses listed
		    a. Course 110 - Disaster Response
		    b. Course 140 - Preventive Medicine for Field Operations
		    c. Course 141 - Health Consequences and Response
		    d. Course 142 - Disaster Triage
		    e. Course 180 - Infectious Disease Management
		    f. Course 182 - Terrorism
		    g. Course 183 - ABCs of Bioterrorism
		    h. Course 217 - Safety and Security Awareness
		    FEMA EMI Courses
		    i. Course IS-100 Introduction to Incident Command System, I-100
		    j. Course IS-200 ICS for Single Resources and Initial Action Incidents
		    k. Course IS-700 National Incident Management System (NIMS), An Introduction
		    l. Course IS-800.A National Response Plan (NRP), An Introduction
		6. Select the course you want to complete
		7. If you select one of the 4-FEMA courses (*IS-100, IS-200, IS-700, or IS-800*), you will be asked to click on the link to FEMA's web-site to complete the course
		    a. Click on "interactive web based course" under "Take This Course".
		    b. You can also go directly to FEMA's web-site to take these courses, at: http://training.fema.gov/IS/crslist.aspx?all=true
		8. If you select one of the 8-OFRD courses (*Course 110, 140, 141, 142, 180, 182, 183, or 217*), you will be taken to the "course information" page.
		    a. Near bottom center of "course information" page, there should be a drop-down arrow menu that says "Jump to"
		    b. Click on the arrow for desired option.
		9. Satisfactory completion of all 12-courses is required to meet basic level of readiness. Satisfactory completion requires minimum test score of 80% AND completion of post-test surveys.
		    a. Information about CE credit for each course is provided in "course overview" section.
		    b. Not all e-Learn course modules offer CE credit.
		    c. Some course modules may have an accreditation termination date. For example, an accreditation termination date of 12/31/12 means that only those officers that completed that module prior to 12/31/12, would receive CE credit for completion of that module.
		    d. CE credits may or may not be accepted by officers' particular professional credentialing authority.

Personal Information:	**As needed**	1. Maintain via self-service menu in Direct Access at https://portal.direct-access.us 2. It is critical that your contact information, i.e., e-mails, phone numbers, addresses is kept up to date by you as the information in this section is utilized to inform you of your Readiness status and important changes in your official records. 3. Direct Access is the system of record and therefore accurate reflection of your Readiness status in Direct Access is most important. 4. OFRD website is undergoing construction at this time. As a result, information displayed on the website may not be up-to-date.
Waivers:	**As needed**	1. Officers with a previously approved waiver will be exempt only from the portions of the Readiness requirements as annotated on their waiver. 2. If a medical condition prohibits an officer from completing certain aspects of the Readiness requirements, the officer MUST contact the Medical Affairs Branch (MAB) to obtain a condition specific waiver. 3. Waivers are not automatic, even if MAB is aware of the medical condition. 4. Request for medical waiver should be obtained from medical care provider and mailed to MAB at: 8455 Colesville Road, Suite 910, Silver Spring, MD 20857.

Deployment Role:	**Once, then as needed**	1. Select a deployment role via self-service menu in Direct Access at https://portal.direct-access.us 2. Log-in using your User ID and Password 3. From self-service menu in Direct Access, click on "my profile" 4. then click on the "qualifications" tab 5. Scroll down to click on "add readiness roles" 6. Select one or more deployment roles 7. Select primary role (whether you select one or multiple deployment roles, only one of your deployment roles can be the "primary role") 8. Click "OK" 9. Click on "SAVE" on bottom of next page
Readiness status in Direct Access:	**Anytime**	1. go to Direct Access at https://portal.direct-access.us 2. Log-in using your User ID and Password 3. From "self-service" menu, click on "Readiness Status" 4. If you are Readiness qualified, the "Current Status:" will indicate "Basic Eligibility". 5. If you are not Readiness qualified, the "Current Status:" will indicate "Not Qualified". And, incomplete Readiness requirements would be listed under "Reasons for Current Status".

- During the months of March, June, September, and December, DCCPR, ReDDOG and the Medical Affairs Branch (in particular), receive significantly more than average volume of documentation.

- All efforts are made to review and process the received documentation in a timely manner. At the same time, please keep in mind that information submitted in late March, June, September, and December (particularly, medical exams and immunization documents) may not be reviewed and processed until after 1st of the following month.

*__**For Direct Access technical support, please go to: http://www.uscg.mil/ppc/phs/ and then click on "contact PPC Customer Care" in left column on the webpage. This will automatically open an email message to Coast Guard using your default e-mail program. Fill out message details and send.__*